

**DEPARTMENT OF
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To: All FS Manual Holders

From: Tammy Poppe, Food Stamp Program Officer
Public Assistance Bureau

SUBJECT: Bulletin FS 59

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SECTION: Application Processing

SUBJECT: Verification

REFERENCES: 7 CFR 273.2(f)

EFFECTIVE DATE: Upon Receipt

INTRODUCTION: In an ongoing effort to provide accurate benefits the following clarification is being issued.

POLICY CHANGE: FS 103-5 Page 1 under the GENERAL RULE under the NOTE add:

At application and recertification, the OPA Case Manager must query available computer systems such as SEARCHS (child support), MISTICS (wages and unemployment), SOLQ (social security), property search, etc. to establish the accuracy of statements on the application/recertification.

At the six month reporting period, the OPA Case Manager must query computer systems for information that is available and is pertinent to the case.

If the OPA Case Manager could have known information at application, recertification, or the six month reporting period via a query but does not query or does not correctly query the other computer systems, it is considered an agency caused error.

Please contact your Regional Policy Specialist if you have questions or concerns about this policy.